

Site Visit Agenda Ideas

Each site visit is unique to the state. Some site visits are made in conjunction with coalition meetings or workshops. Sometimes states visit training and/or course sites to observe sessions. The state project coordinator and their project officer can work together on finalizing an agenda. Some ideas are listed below for you to consider as you make plans for your visit.

I. Introduce to Attending Staff and Partners the Purpose of the Site Visit:

To review with CDC progress made toward the goals of your Cooperative Agreement.

II. Introduce State Staff, Partners, Project Officers, and CDC Staff:

III. Discussion Topics You May Want to Consider:

Staffing

- Organizational structure.
- Priorities of Governor, Health Commissioner, Chronic Disease Director, etc.
- Any changes in program staff made recently?
- Shared staff with other programs?
- Any anticipated changes?
- Barriers to hiring?

Overview of Surveillance Efforts

- Sources of data.
- Results.
- BRFSS data on web, in state plan, burden report.
- State goals consistent with Healthy People 2010?

Partnerships

- Internal partnering.
- External partnering (including contractual relationships).
- Coalition/Advisory Boards (share copies of state plan/burden reports/other materials developed by coalitions).
- Expansion ideas (efforts to identify new stakeholders and other opportunities).

Overview of Intervention (number of master trainers/train the trainers/course instructors/participants registered/participants completed/training and course venues)

- PACE.
- ASHC.
- Aquatics.

- Others and their evaluation components.

Overview of Awareness Efforts

- Any health education activities (who, what, where, when, why, how).
- Physical Activity. The Arthritis Pain Reliever Campaign efforts.
- Health Fairs.

IV. Successes and Challenges:

- What do you consider to be your most successful activities/intervention programs/partners?
- What challenges are you facing that may be inhibiting the success of the program?
- What technical assistance would you like from CDC?
- What topics would you like to see presented at the next grantee meeting?